

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOE7018213**

Date Posted: 10/22/13

POSITION NO: 242937

Closing Date: 11/04/13

CLASS CODE: 3663

POSITION TITLE: **Head Start Support Services Manager**

DEPARTMENT NAME: Navajo Head Start - Administration

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: AA68A

Days: M - F

Permanent: ☐

SALARY:

Hours: 8 am - 5 pm

Temporary: ☐

Duration: \$ 57,803.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 27.79 Per Hour

DUTIES AND RESPONSIBILITIES:

Oversee the operations of facility maintenance, property management and student transportation services of Navajo Head Start. Ensure Navajo Head Start maintains compliance with the Head Start Performance Standards and applicable local, state and federal regulations through ongoing, consistent review, monitoring and follow-up. Collaborate with all other Head Start components in order to provide quality controls, training, services and compliance with established policies and procedures. Oversee all activities for Navajo Head Start facility, property management and student transportation services. Work with managers and technicians to ensure that operations are effectively and efficiently managed and meet mandates, building codes, and other pertinent tribal, state, and federal guidelines, laws and regulations. Responsible for coordination and compliance with all safety, security, and emergency regulations with Indian Health Services, Office of Environmental Health, Navajo Division of Health and related entities. Ensure outdoor play areas at center based programs are arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas.

Ensure there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential injury. Insure all flammable and other dangerous material and potential poisons are stored according to Head Start Performance standard guidelines.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Facility or Construction Management, Business, Public Administration or related field; and five (5) years of work experience in management or coordination of program services, three (3) years of which must have been in a supervisory capacity; OR a Master's degree in Facility or Construction Management, Business, Public Administration or a related field; and three (3) year of work experience in management or coordination of program services, two (2) years of which must have been in a supervisory capacity.

(To receive full credit for education, certification, or licensure, copies of transcript, degrees, certificates, licenses, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and practices of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures

License/Certification Requirements:

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99